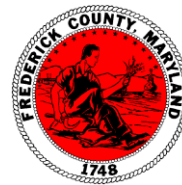


New Position Announcement for Meals on Wheels Volunteer Coordinator



Volunteer Coordinator Position Meals on Wheels program

Responsibilities:

- Recruit new volunteers
- Offer orientation and refresher training for new and existing volunteers
- Maintain volunteer schedules to assure prepared meals are delivered daily
- Recognition of current volunteers
- Revise and develop program materials as needed
- Maintain accurate records utilizing existing data base

All information related to this position including position description and application form are available on the Frederick County Department of Aging Website at

www.FrederickCountyMD.gov/Aging

or the Frederick County Government Division of Human Resources site at

www.FrederickCountyMD.gov/HR or by calling [301.600.1070](tel:3016001070)

**Submit your application no later than 4 p.m.
on Friday, July 11th!**



Candidates must possess and demonstrate excellence in the following areas:

- Verbal and written communications
- Public Speaking
- Ability to solve problems independently
- Leadership skills
- Proficiency in MS Office Suite (Word, Excel, Outlook, Power Point, and Publisher)
- Commitment to national and community service

Additional Requirements:

- High School Graduate (or equivalent) BA/BS preferred
- Reliable transportation

This is a grant funded AmeriCorps position through Volunteer Maryland, a program of the Governor's office. AmeriCorps is a national service program that provides extensive training, a **\$13,250 living stipend, \$5,645 education bonus at completion of service year, plus free health insurance and child care.**

This is a **full-time (40 hours/week), eleven month position beginning September 24, 2014.**

For more information about Volunteer Maryland visit www.VolunteerMaryland.org.

Frederick County Department of Aging
1440 Taney Avenue Frederick, Maryland 21702
www.FrederickCountyMD.gov/Aging
O: 301-600-1605 F: 301-600-3554